

Report for Week Ending 23 April 1958
from

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1. Contributions (Intangible)

- a. Evaluated Employee Suggestion 58-400 and redesigned the Security Check Sheet, Form 108, for its use on four months rather than a two months basis.

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- b. With [REDACTED], manned the RMS display at the DD/S Support Services Exhibit. Forty copies of the "space" brochure were distributed.

- c. Arranged for the preparation of visual aids and assisted at Mr. [REDACTED]'s presentation on the manager's role, given before the Basic Management group.

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2. Projects - Active

- a. Employee Suggestion PI 2856 - Completed fact finding on the use of a form to request field information for CI Staff clearances. Developed draft of the form for discussion with CI Staff (This project was cleared with [REDACTED] 25X1A9a
- b. U. S. Government Correspondence Manual Committee - Developed final memorandum expressing to the Bureau of the Budget the Committee's recommendations on Standard Form 64, Office Memorandum. We are recommending that the present format be discontinued in favor of one providing for the use of window envelopes.

3. Projects - Inactive

- a. Graphics Register Film Index.

4. News

Nine people from this Staff, two from NSC, and five from other Operating Offices attended the April 18th Interagency Records Administration Conference, "A Progress Report on the Management of Printing and Paperwork."

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